

## 5 TIPS

- Internet reporting is very convenient and eliminates mailing costs associated with paper forms, tapes and diskettes. Visit the New Hire web site at [www.dwd.state.wi.us/ui](http://www.dwd.state.wi.us/ui). Follow the links to New Hire to register for a user password and to start reporting on-line.
- The employer address on New Hire reports will be used by Child Support Enforcement agencies to send wage withholding notices. Please consistently provide the best employer address for this use on your New Hire report.
- Please do not include a cover sheet with faxed reports.
- Duplicate reporting increases program costs. Please do not submit an individual report more than once.